Inside SAIS

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This Issue

LEA Profile Information – Updates Needed!

We want to provide all LEAs with timely and pertinent information. Some of our most vital means of communication with LEAs are via email, phone, or mail.

In the recent weeks, we have noticed a swell of incorrect or outdated contact information. Many phone numbers are incorrect and many email addresses are no longer valid. This is a common occurrence at the beginning of each new fiscal year.

In order to receive proper correspondence of important memos, items of attention, etc., ADE needs the LEAs to update their contact information frequently. The contact information can be accessed and updated by those LEA personnel with permissions via the Common Logon page under the LEA Profile application.

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UE and US Grade Codes

Ungraded Elementary (UE) and Ungraded Secondary (US) grade designations will no longer be valid in SAIS beginning in FY 2006. The exception will be KG age students with Group B SPED participation. The UE grade code designation will be allowed in some form in this scenario.

Recommendation: Begin to phase out UE / US in FY 2005 if applicable, to help ease the transition to the impending FY 2006 change.

Please see the FAQ section describing Group B SPEDs and their relation to UE.

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Day of Enrollment for Preschoolers

Preschool students, just like students in any other grade, must be enrolled only when they first attend classes.

There has been talk of a traditional practice

where LEAs are enrolling preschoolers as of the Monday of the week they first attend school. This is not an acceptable practice. Students can only be enrolled with a start date equal to the date of first attendance. This rule comes out of School Finance's "Instructions for Required Reports" (Note: *School Finance will publish the latest edition of this document in the near future*).

If your Preschoolers only take classes beginning on a different day from the rest of your school's population, you will need to create a separate track for them.

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SDSUPP71 Report Enhanced

The Support Programs report (SDSUPP71) can now be generated at the school level by a single need in addition to all needs at once. Once Integrity rules are in place, additional options will be available for this report.

The report is available as a download in XML, PDF and Text file formats.

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Homebound vs. Chronic Illness

There is some confusion about whether to designate a student as Homebound or one who has a Chronic Illness. The major differences are:

Homebound
- Three months continuous absence
- Doctor's certification
- Must have 4 hours per week instructional time by a teacher in the home

Reportable via SAIS

Chronic Illness
- Intermittent absences totaling three months
- Doctor's certification

- Absences are marked as excused
- Not reportable via SAIS (*removed from SAIS in FY 2005*)
- If you believe your ADM is adjusted down because of a Chronic Illness, please appeal directly to School Finance.
  - *Information on how to proceed with an appeal in this case can be found at* http://www.ade.az.gov/schoolfinance/Forms/AbsenceApproval/

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Community College ADM?

High school students sometimes take courses at a Community College that may count towards the student's High School (HS) graduation requirements. The question was posed:

Can CC (Community College) seat time be counted as same seat time for ADM at the HS if the school is reporting 'minutes attended' to SAIS? Can the HS log these hours and receive credit for them towards ADM?

Example: The student takes Algebra II, US Gov, and Spanish IV through regular HS classes, but takes Eng 101 and Pre-Calc through the CC.

Answers and Explanations per School Finance:

- Students can attend both institutions and receive funding.
- The CC must report enrollment for the courses taken at the CC and the HS must report enrollment for the courses taken at the HS (*ARS 15-1466.01 & 15-1821.01*).
- The CC does not report through SAIS.
- Class rosters w/course number, title, time, instructor's name, and students are to be submitted by the registrar to the Auditor General (*ARS 15-1466.02 C*).
- Distribution of costs/payments is established by agreement between the CC and the HS (*ARS 15-1821.01*).
- The students can earn credit for the classes and the course(s) can count as part of the student's FTE if the course(s) meets the graduation requirements and the instructional time complies with statutes (*122 hours for FY 2005*). A potential complication is that the CC may not take attendance regularly and the course(s) could be disqualified.
- This innovation takes a tremendous amount of cooperation and communication between the CC and HS.

For any additional questions relating to Community College, please contact School Finance via email at schoolfinance@ade.az.gov or by phone at 602-542-5695.

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FY 2006 Internal Change Procedure

The SAIS – Student Details team is determined to be proactive and be a driving force behind timely implementation of FY 2006 changes. As an example, we have an upcoming deadline for ADE business units to notify us of FY 2006 changes in their areas that will affect SAIS – Student Details.

Please note that even though we'd like most changes in at the beginning of a fiscal year that changes related to new statute or interpretation of statute can be made at any time.

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Matching

When a new enrollment or a Personal Information 'add' transaction is submitted without a SAIS ID, the SAIS software will try to match the student to an existing SAIS ID if possible. A complex system of weights and thresholds against submitted personal information is used and will result in one of three possible outcomes:

- Determined to be a "Perfect Match" automatically
- Sent to Manual Matching
- Determined to be a new student (new SAIS ID assigned automatically)

New students, preschoolers, and many kindergarten students will not have a SAIS ID yet, but a vast majority of students throughout Arizona should have SAIS IDs heading into FY 2005. At the beginning of each fiscal year, many enrollments or personal information add transactions without SAIS IDs will end up in Manual Matching. The Manual Matching queue can have thousands of students needing research and evaluation to determine the proper SAIS IDs at any one time. The research is taken seriously by trained personnel and can take some time to process.

Many instances of students being enrolled without a SAIS ID that end up in Manual Matching have been identified as having an E3 enrollment code. It can be determined that many of the large files that have many students needing matching could have been easily researched. If this pattern is detected, ADE can reject the file.

Both ADE and the LEAs can help this situation.

ADE Action Steps to Improve the Matching Process:
- Modify "possible duplicate submission" message to be more appropriate if file was rejected manually (*slated for FY 2005*).
- Possibilities for FY 2006 and beyond:
  - Additional staff resource in 1st quarter of fiscal years
  - Break *out* "Other and Private" from E3 to close the loophole and require students from other districts to have a SAIS ID submitted in the uploaded enrollment record.
  - Add a warning stating the enrollment or personal information 'add' was manually matched.
  - Other items to be determined at a later time

LEAs have a great advantage over ADE in determining a student's SAIS ID because LEAs have the physical student present and have all of the paperwork at hand. Also, the LEAs can contact other schools for this information (ADE cannot).

LEAs Action Steps to Determine a Student's SAIS ID:
- Student's enrollment paperwork should usually have the SAIS ID if this is not the first time enrolled in Arizona.

- SAIS ID search tool
  - Use as many fields as possible
- Contact previous school.
  - Focus on cooperating with other schools. Remember, there is always someone on the other end who is in the same situation you are in!

If you have a specific matching issue, please contact the ADE Support Center via email at ADESupport@ade.az.gov or by phone at 602-542-7378.

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Student Counts – ADM Reports

Here is an overview of some School Finance Reports related to ADM funding.

ADMS 45-1 – Detailed ADM Attending Count Report
Source data is the most recent SDADMS 75 generated prior to 45-1 generation date

- *Note: There can be a delay between the aggregation, datapush, and the 45-1 report generation.*
- Includes all students attending this district/charter
- Includes students tuitioned-in
  - CEC-*A* and CEC-B (Check the special enrollment column on the SDADMS 75)
- Includes charters sponsored by the district
- Includes students up to their 22nd birthday
- Grouped by school, Reg. or S-C Sp/Ed, grade, and register
- At this point KG and PS display *full count*

ADMS 45-2 – Attending Summary
- Does not include students attending other districts
- Separates non-residents from the residents
- KG and PS at *half count*
  - *Not a direct comparison to the ADMS 45-1*

ADMS 40-1 – Current/Prior Residence ADM and ADA
- Comparison with previous year's ADM
- Includes CEC-A, CEC-B, ADM, and ADA
- Includes resident/attending ADM and ADA
- KG and PS displayed as *full count*

ADMS 40-2 – Resident Average Day Membership Recap
- Displays the ADM and ADA by group
- KG and PS display as *half count*
- If the LEA's approved ADA is greater than the limit al-

lowed by statute, the ADM is adjusted as follows:
  - *Membership* cannot exceed the attendance by more than 6% for K-8 and Unified K-12
  - *Membership* cannot exceed the attendance by more than 8.5% for 9-12

ADMS 46-1 – State Aid ADM Counts
- Payments are made based on calculated final ADM figures shown on this report
- Includes KG and PS at *half count*
- Includes resident attending student's ADM
- Includes CEC-A, CEC-B, and tuitioned-out students
- Does not include students who are over 21
- (ADJ) designates that the ADM was reduced due to excessive absences

More specific information about these reports is in the document titled, '*Basic Guide to Understanding and Verifying your Reported Membership Counts*', located at:

http://www.ade.az.gov/schoolfinance/SAISSupport/ADMUserGuide/BasicGuide.doc

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Absence Adjustment

ADM figures used for funding purposes, as seen on the ADMS46-1 report, can be marked as adjusted due to excessive absence rates. This adjustment is applied at the district/charter level. Examples:

- K-8 or K-12 (Max absence limit is 6%)
  - ADA = 900
  - ADM = 1000
  - ADA * 1.06 = 954 ADM (They lost 46 ADM in this case.)
- 9-12 (Max absence limit is 8.5%)
  - ADA = 850
  - ADM = 1000
  - ADA * 1.085 = 922.25 (They lost 77.75 ADM in this case.)

If you believe your ADM is adjusted down incorrectly, please appeal directly to School Finance.

- *Information on how to proceed with an absence appeal can be found at* http://www.ade.az.gov/schoolfinance/Forms/AbsenceApproval/

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Please take advantage of these helpful links:
SAIS on the Web at http://www.ade.az.gov/sais/
MIS Bulletin Board: http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx
SAIS-Related Issues: http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx
SAIS Codes Values are at http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc

ELL Assessments in SAIS

The ELL Assessment (transaction type 012) in SAIS for FY2005 and beyond is a bit of a departure from other types of transactions. The main distinguishing feature is that assessments from the current fiscal year *and* the previous fiscal year are permitted.

The Assessment Date is the element that guides the application of business rules applied to LEAs' assessment transactions. For example, if the assessment date is June 30, 2004 or before, certain data elements of the transaction are mandatory. However, if the assessment date is July 1, 2004 or beyond, the same data elements may be optional. The table below summarizes the rules.

Assess-ment Date	Assessment Code	Assessment Result Code	Assessment Score
On or prior to June 30, 2004	Old values are required: • IPT • LAS • WMLS • WLPB-R	Required; • New ELL • Continuing ELL • Reclassified FEP • Initial FEP • ELL After Reclassification • Continuing FEP	Not Required
On or after July 1, 2004	New values are required: • Arizona Language Assessment – Oral • Arizona Language Assessment – Reading • Arizona Language Assessment – Writing	Optional: • New ELL • Continuing ELL • Reclassified FEP • Initial FEP • ELL After Reclassification • Continuing FEP	Required: • Scale score • Can't be null or zero • Scores of '999' and '998' are reserved for specific scenarios

In addition to rules applied in the assessment transaction itself, other applicable rules are applied to the language participation (transaction type 013) such as:

1. LEA must be public or charter to offer language services;
2. LEA must be approved to offer language services;
3. An assessment from the previous fiscal year can apply to language participation in the current fiscal year;
4. Language participation requires an active membership / track;
5. Most recent assessments will be checked for language participation eligibility:
   - New ELL
   - Continuing ELL
   - ELL After Reclassification
6. SAIS does not permit Preschoolers to have language participation transactions;
7. Student should not be receiving language program services at more than one LEA at a time.

For more details, please refer to the PowerPoint presentation posted on the portal under the 2004-10-8-Phoenix SAIS Open Forum folder at: http://portal.ade.az.gov/C5/SAIS%20Open%20Forum%20Information/default.aspx.

You may also refer to the FAQ posted on the English Acquisition Services web site, http://www.ade.az.gov/asd/lep/, for additional information.

Funding Reconciliation Process

The time is approaching when many LEAs and districts will reach their 40th (plus 13) day. School Finance has formulated a basic funding reconciliation process for use in comparing data for funding purposes. This process will take you from SAIS Student Details (SDADMS75 aggregate report) through SAIS Student Counts (ADMS 46-1) to data fed into APOR and CHAR.

All LEAs can use this formula themselves for a data comparison overview and check. If there is a discernable discrepancy at any of the stages, there is a reason, such as Integrity errors or adjusted ADM due to excessive absences.

1. Check the ADMS75 totals against the ADMS45-1 totals
   a. *Does the ADMS45-1 include the latest ADMS75 numbers? Check the dates on the reports!* (*Note: There can be a delay between the aggregation, datapush, and the 45-1 report generation.*)
2. Subtract all of the tuition-in from the ADMS45-1.
3. Subtract half of the KG and PS from the ADMS45-1.
4. Numbers at this stage should agree with the ADMS45-2.
5. Add ADM counts for each group in the ADMS40-1.
6. Numbers at this stage should agree with the ADMS40-2.
7. Adjust for excessive absences if necessary.
8. Numbers should now agree with the ADMS46-1.

a. This data feeds into APOR and CHAR and is the basis for calculating state aid, sudden growth, and rapid decline.

Please contact Katherine van Mourik in School Finance at kvanmou@ade.az.gov with any questions regarding this reconciliation process.

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School Finance Fall Workshops

The School Finance Fall Workshops are continuing at various statewide locations throughout October and November.

Schedule:

http://www.ade.az.gov/schoolfinance/FAQs/Workshops/DataCollection/FY2004-05/Schedule.pdf
Registration:

http://www.ade.az.gov/schoolfinance/FAQs/Workshops/Datacollection/FY2004-05/RegForm.doc

Please contact Candace Cooley at ccooley@ade.az.gov for further information.

Tuesday, October 19th – Sinagua HS – Flagstaff

Wednesday, October 20th – Mohave County Offices – Kingman

Wednesday, October 27th – Estrella Mountain CC – Avondale

Tuesday, November 2nd – Tucson USD – Tucson

Monday, November 15th – ASU East - Mesa

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SPED Service Code 'S' - Update

Previously, the September edition of *Inside SAIS* identified that service code 'S' was now eligible for state funding. This is true for School Age students, but further explanation is needed to discern the difference between PS service code 'S' and School Age (not PS) service code 'S'.

PS – Service code 'S'

- Services at any other location for *less than* 360 minutes per week

- State Funding Eligible?
  - **NO**

- Federal Funding Eligible?
  - Yes

School Age (not PS) – Service code 'S'

- Regular class with supplemental aids/services

- State Funding Eligible?
  - Yes

- Federal Funding Eligible?
  - Yes

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SAIS – Student Details Open Forum Meeting Scheduled for Tucson

The SAIS - Student Details Team will be hosting the next Open Forum meeting in Tucson, AZ on Friday, November 5th, 2004.

It is our goal to give a presentation similar to the last Phoenix meeting (Oct. 2004) at the upcoming Tucson and Flagstaff events in November and December 2004. Any additional items that are covered will be included in the upcoming Inside SAIS edition.

- *Seating is limited at this event.*

Please email SaisVendorSupport@ade.az.gov to RSVP by Wednesday, November 3, 2004. Please provide the name, job title, and company or school/district the attendee represents. Thank You!

Meeting Location: Pima County Regional Support Center 655 N Alvernon, Suite 220 Tucson, AZ 85711

Time: 10:00am - Noon

These meetings will provide a forum for LEA, Vendor, RTC and other technical staff to meet and share information about SAIS - Student Details.

SAIS - Student Details staff will present and discuss various topics at the meetings, and will follow up with a question and answer period as well as individual discussion with those who have more specific items. An agenda will be posted on the portal approximately one week prior to the meeting.

As a follow up to the meeting, any information presented will be included in the following *Inside SAIS*. We plan to release an *Inside SAIS* soon after each meeting. We will also try to make sure that information that was presented in Phoenix meetings is disseminated at the meetings in Tucson and Flagstaff.

Please note that information regarding general business rule questions will not generally be addressed at these meetings, other than how the SAIS - Student Details software implements them. If you would like to address business rule questions, please contact the appropriate representative (a list of contacts is available on the portal, on the "Information" area page).

Future meeting dates (*tentative*):

Date – Location

December 10, 2004 – Flagstaff

January 7, 2005 – Phoenix

February 11, 2005 – Tucson

March 11, 2005 – Flagstaff

April 8, 2005 – Phoenix

Unless noted, all meetings are currently planned to be held from 10:00am until Noon. Please check further updates as meeting times and length is subject to change.

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FAQs

Q. *What is the relationship between a KG age student with Group B SPED participation and the UE grade code?*

A. A student meeting the statutory kindergarten age requirements and enrolled in a full time regular instructional program equivalent to the ungraded elementary (first-grade) level and receiving SPED Group B services may be graded as UE. The impact is that this child will generate full funding rather than half, as is normally provided for in statute for kindergarten students.

Q. *What are the Group B SPED needs?*

A. A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR and VI.

Q. *What is happening with the Transportation/School Choice Support Program in SAIS?*

A. The Transportation/School Choice support program (code 34) will not be accepted or captured by SAIS for FY 2004 or FY 2005. The Academic Achievement Division will be providing another way to gather this information. Please watch future editions of *Inside SAIS* for further information when it becomes available.

Q. *Do we really need to submit the IEP transaction for grades other than PS?*

A. No. The intent is to capture PS age data for Initial IEP through this transaction. We currently do not reject Initial IEP submitted data for other grades. This may change in future fiscal years to some extent pending the needs of the ESS department.

Q. *When will the SPED data be "pushed" from Student Details for use in generating Student Counts reports and funding?*

A. It is anticipated that the first SPED data push will occur for FY 2005 around mid-November 2004. Please check your SDSPED71 reports in the mean time for accuracy.

Q. *When will the ELL data be "pushed" from Student Details for use in generating Student Counts reports and funding?*

A. It is anticipated that the first ELL data push will occur for FY 2005 around mid-February 2005. Please check your SDELL71 reports in the mean time for accuracy.

Q. *I thought we needed to have all ELL data uploaded to SAIS by October 1, 2004 for FY 2005?*

A. No. The Oct. 1st date is a fundable date for ELL (as is Dec. 15th and Feb 1st). This means that at any given time when the ELL data is pushed (as seen in the ELL 10 report in School Finance), the system checks ELL membership counts on those dates. Subsequent data pushes will pick up changes or additions to this count. Of course, we always recommend submitting your data into SAIS as soon as is feasible.

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SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to

InsideSAIS@ade.az.gov

Congratulations to the following who recently received SAIS Appreciation Awards!

***Joni Jolly** – Peoria Unified School District*

***Teresa Wolfe** – Avondale Elementary School District*

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Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for *Inside SAIS* and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov
SaisVendorSupport@ade.az.gov

Back issues of *Inside SAIS* are available for reference on the ADE web site at http://www.ade.az.gov/sais/